

2008/2009 Performance Agreement for Chief of Police

Employee Information

First Name: Chief
Last Name: of Police
Title: Chief of Police
Job Code:

Review Dates

Originator: Patrick Flusk (07_08)
Review Period: 07/01/2008 - 06/30/2009
Due Date: 06/30/2009

Core Competency Requirements (CCR's)

This section is for evaluating demonstration of competencies.

There must be a rating for each competency before the form is sent for signatures.

People Management and Empowerment

Must be able to manage and encourage people, optimise their outputs and effectively manage relationships in order to achieve the municipality's goals.

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: 10%

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

Financial Management

Must be able to know, understand and comply with the Municipal Finance Management Act No 56 of 2003.

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: 10%

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

Client Orientation and Customer Focus

Must be willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice.

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: 20%

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

Change Management

Must be able to initiate and support municipal transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments.

Rating by Mkhabela Sibeko:**Rating:** Select a rating...**Weight:** 10%**Managers Comments :**
*No comments***Rating by Chief of Police:****Rating:** Select a rating...**Employees Comments :**
*No comments***Communication**

Must be able to exchange information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes.

Rating by Mkhabela Sibeko:**Rating:** Select a rating...**Weight:** 20%**Managers Comments :**
*No comments***Rating by Chief of Police:****Rating:** Select a rating...**Employees Comments :**
*No comments***Competence as required by other national line sector departments****Rating by Mkhabela Sibeko:****Rating:** Select a rating...**Weight:** 10%**Managers Comments :**
*No comments***Rating by Chief of Police:****Rating:** Select a rating...**Employees Comments :**
*No comments***Interpretation of and implementation within the legislative and national policy frameworks****Rating by Mkhabela Sibeko:****Rating:** Select a rating...**Weight:** 10%**Managers Comments :**
*No comments***Rating by Chief of Police:****Rating:** Select a rating...**Employees Comments :**
*No comments***Knowledge of global and South African specific political social and economic contexts****Rating by Mkhabela Sibeko:****Rating:** Select a rating...**Weight:** 10%**Managers Comments :**
*No comments***Rating by Chief of Police:****Rating:** Select a rating...**Employees Comments :**
*No comments***KPA's**

This section is for evaluating accomplishments of goals.

The weights for the goals in this section must add up to 100, and there must be a rating for each goal before the form is sent for signatures.

1.1**Category: KPA: Municipal Transformation and Organisational development****KPI:**

An optimum staff complement is deployed to ensure effective service delivery

Target:

All funded, vacant positions in departments within cluster are filled within a reasonable time frame. Quarterly report per cluster

[Weight distribution between line management and HR]

Status:None
Start:07/01/2008
Due:06/30/2009
% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :
No comments

1.2

Category: KPA: Municipal Transformation and Organisational development

KPI:

To comply with the MFMA competency levels and to improve Service delivery through all employees in cluster having on the job training

Target:

Each employee in the cluster has a personal development plan that is aligned to identified skills gaps and to employment equity plans and is actively executing the development plan through on the job training and formal training interventions. Quarterly report per cluster

Status:None
Start:07/01/2008
Due:06/30/2009
% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :
No comments

1.3

Category: KPA: Municipal Transformation and Organisational development

KPI:

Internal communications procedures are determined per department and adhered to

Target:

100% compliance with departmental communication interventions
[Compile departmental procedures]

Status:None
Start:07/01/2008
Due:06/30/2009
% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Rating by Chief of Police:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Employees Comments :

No comments

1.4

Category: KPA: Municipal Transformation and Organisational development

KPI:

Performance Management of departmental staff is becoming a way of life

Target:

Roll out of Performance of staff in departments managed in line with the DPLG and EMM regulations and policies

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's

Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

1.5

Category: KPA: Municipal Transformation and Organisational development

KPI:

EMM has a stable workforce

Target:

Disciplinary and grievance matters are dealt with expeditiously
[Separate categories of cases within control and handed over]

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's

Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

1.6

Category: KPA: Municipal Transformation and Organisational development

KPI:

Service delivery is optimised through the use of ICT

Target:

All Operations Cluster software systems are utilised and users are trained to populate the systems within the EMM time frames and business cycles

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

2.1

Category: KPA: Infrastructure Development and Service Delivery

KPI:

Continued implementation and coordination of the demilitarisation project(number of ex-combatants in positions)

Target:

08/09 : Place 867 ex-combatants in positions

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

2.2

Category: KPA: Infrastructure Development and Service Delivery

KPI:

Implement Social Crime Prevention programmes

Target:

08/09: 12 Social Crime Prevention programmes

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

2.3

Category: KPA: Infrastructure Development and Service Delivery

KPI:

Increase visible police presence through crime prevention operations and police patrols (No. of Major Crime Prevention operations)

Target:

08/09: 48 Major Crime Prevention operations

Status:None
Start:07/01/2008
Due:06/30/2009
% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :
No comments

2.4

Category: KPA: Infrastructure Development and Service Delivery

KPI:

Increase visible police presence through crime prevention operations and police patrols (No. of new recruits appointed)

Target:

08/09: 500 new recruits appointed

Status:None
Start:07/01/2008
Due:06/30/2009
% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :
No comments

2.5

Category: KPA: Infrastructure Development and Service Delivery

KPI:

Increase visible police presence through crime prevention operations and police patrols.

Target:

08/09: Establishment of 3 precinct stations at Etwatwa, Zonkezizwe and Germiston

Status:None
Start:07/01/2008
Due:06/30/2009
% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :
No comments

2.6

Category: KPA: Infrastructure Development and Service Delivery

KPI:

Continual traffic law enforcement operations within Precincts

Target:

08/09: 52 operations per Precinct

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's**Comments****Rating by Mkhabela Sibeko:**

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

2.7**Category: KPA: Infrastructure Development and Service Delivery****KPI:**

Intensified prosecution of traffic and by-law offenders

Target:

08/09: 1820000 traffic and by-laws offenders prosecuted

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's**Comments****Rating by Mkhabela Sibeko:**

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

2.8**Category: KPA: Infrastructure Development and Service Delivery****KPI:**

Service Delivery Charter is finalized and implemented by departments

Target:

Service standards are agreed to and adhered to deviations to standards set are monitored. Quarterly report per cluster

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's**Comments****Rating by Mkhabela Sibeko:**

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

2.9**Category: KPA: Infrastructure Development and Service Delivery****KPI:**

Provide strategic leadership, guidance and support in achieving the Council approved SDBIP targets

Target:

Strategic leadership and guidance are provided to achieve the 08/09 SDBIP targets.

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's**Comments****Rating by Mkhabela Sibeko:**

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

3.1**Category: KPA: Local Economic Development****KPI:**

An effective Expanded Public Works Programme (EPWP) is implemented. View in its broadest sense - not only technical projects - skills development in any area to be recognised.

Target:

Achievement of Skills Development and Job Opportunities targets per department as determined by the EPWP - 40% - women; 30% - youth; 2% -people with disabilities. Quarterly report per cluster

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's**Comments****Rating by Mkhabela Sibeko:**

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

3.2**Category: KPA: Local Economic Development****KPI:**

Achieve B-BBEE procurement targets

Target:

70% of discretionary spending - procurement to be from B-BBEE/SMME vendors and in compliance with the (Supply Chain Management policies) SCF. Quarterly report per cluster

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's**Comments**

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

4.1

Category: KPA: Municipal Financial Viability and Management

KPI:

Capital Budget Spent

Target:

At least 85% of the Approved (Original) Capital Budget is spent within the budgeted financial year on projects in the SDBIP. Monthly report on spend per cluster

[Ensure that allocation of unused budget are timeous reported and utilised]

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's

Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

4.2

Category: KPA: Municipal Financial Viability and Management

KPI:

The Ekurhuleni Municipality Infrastructure is properly maintained

Target:

At least 90% of the operational maintenance budget is spent to ensure a proper functioning municipality. Monthly report on spend per cluster

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's

Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

4.3

Category: KPA: Municipal Financial Viability and Management

KPI:

EMM assets are controlled

Target:

Ensure that Quarterly Accountability

statements are signed to ensure all EMM assets are accounted for. Deviations are reported and permissions for write-off has been obtained in line with the MFMA and the EMM delegations of authority

Status:None
Start:07/01/2008
Due:06/30/2009
% Complete:0.0%

**Sub KPI's
Comments**

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

4.4

Category: KPA: Municipal Financial Viability and Management

KPI:

Delegations relating to Supply Chain Management is adhered to

Target:

Departmental Reports on monthly on quotations under R200,000 collated

Status:None
Start:07/01/2008
Due:06/30/2009
% Complete:0.0%

**Sub KPI's
Comments**

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

4.5

Category: KPA: Municipal Financial Viability and Management

KPI:

Reduce Short Term Insurance Claims

Target:

Reduce the number of and value of short term insurance claims linked to negligence by 25% quarter on quarter. Report monthly on all claims reported by departments whereby an EMM staff member has been negligent

Status:None
Start:07/01/2008
Due:06/30/2009
% Complete:0.0%

**Sub KPI's
Comments**

Rating by Mkhabela Sibeko:

Rating by Chief of Police:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating: Select a rating...

Employees Comments :
No comments

4.6

Category: KPA: Municipal Financial Viability and Management

KPI:

Income completeness

Target:

Ensure income completeness in departments by proper management. Initiate activities/utilise equipment to support completeness of billing. Monthly report per cluster

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :
No comments

5.1

Category: KPA: Good Governance and Public Participation

KPI:

All relevant departmental plans for the IDP is drafted with the timeframes and fully implemented

Target:

100% reviews and implementation of IDP's

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :
No comments

5.2

Category: KPA: Good Governance and Public Participation

KPI:

Departmental Management

Target:

Coordinate Management of Departmental activities to ensure IDP and SDBIP targets are met

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

5.3

Category: KPA: Good Governance and Public Participation

KPI:

Proper controls are in place to ensure the effective management of the municipality

Target:

The department does not contribute negatively to the EMM audit report. Number of item. (50% year on year reduction)

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's

Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

5.4

Category: KPA: Good Governance and Public Participation

KPI:

EMM receives good value for money through proper contract management

Target:

Service providers are monitored and measured in terms of quality and standards of products and services rendered

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's

Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

5.5

Category: KPA: Good Governance and Public Participation

KPI:

Employees are optimally engaged during normal working hours

Target:

Overtime is restricted to the minimum and all overtime is compliant with legislation.

Departmental targets.

Status:None
Start:07/01/2008
Due:06/30/2009
% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :
No comments

5.6

Category: KPA: Good Governance and Public Participation

KPI:

EMM complies with legislature

Target:

All relevant National and Provincial legislation are complied with

Status:None
Start:07/01/2008
Due:06/30/2009
% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :
No comments

5.7

Category: KPA: Good Governance and Public Participation

KPI:

EMM complies with legislation

Target:

All relevant National and Provincial legislation are complied with.
Determine standards and list of relevant legislation.
Agree to plans and time frames for implementation and compliance.

Status:None
Start:07/01/2008
Due:06/30/2009
% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :
No comments

5.8**Category: KPA: Good Governance and Public Participation****KPI:**

Each employee knows what he/she is responsible for

Target:

All delegations of powers and sub-delegations are approved and adhered to

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's**Comments****Rating by Mkhabela Sibeko:**

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

5.9**Category: KPA: Good Governance and Public Participation****KPI:**

Recommendations and interventions of Internal Audit Reports are managed

Target:

Remedial action as prescribed by Internal Audit are managed. Reports are 100% complied with

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's**Comments****Rating by Mkhabela Sibeko:**

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :

No comments

5.10**Category: KPA: Good Governance and Public Participation****KPI:**

Risks facing EMM are managed

Target:

All Departmental Risk Management plans are in place and quarterly reports are produced of action taken by management on losses and the verification process

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's**Comments****Rating by Mkhabela Sibeko:****Rating by Chief of Police:**

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating: Select a rating...

Employees Comments :
No comments

5.11

Category: KPA: Good Governance and Public Participation

KPI:

External customers and stakeholders are satisfied with the standard and frequency of communication

Target:

Customised interventions to improve communications with external customers and stakeholders

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :
No comments

5.12

Category: KPA: Good Governance and Public Participation

KPI:

All reporting by departments comply with requirements of the MFMA

Target:

Where required, ensure that all reporting are linked to the MFMA and are reported on

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Chief of Police:

Rating: Select a rating...

Employees Comments :
No comments

Personal Development Plan (PDP)

Use the section below to describe development objectives. Define the knowledge/skill that you are attempting to develop, the reason it is important to your current/future performance, the specific action/s to be taken, and the expected timeline for accomplishment. Progress, results and ratings should be entered throughout and at the conclusion of development action/s.

Signatures

When your review form reaches the Signature Mode, click on the Send button to sign the document. Your electronic signature will be stored in this section of the form.

Signatures indicate that the Performance Assessment discussion has been held.

Employee: _____
Chief of Police

Manager: _____
Mkhabela Sibeko